



International Mail Manual


Issue 24

January 2001

- A. Purpose.** The *International Mail Manual* (IMM) sets forth the policies, regulations, and procedures governing international mail services provided to the public by the U.S. Postal Service.
- B. Explanation.** Issue 24 replaces Issue 23 of the IMM. It contains all IMM revisions published in the *Postal Bulletin* from June 1, 2000, through November 30, 2000. Items published in the *Postal Bulletin* after November 30, 2000, are effective but have not been incorporated into Issue 24. In addition, Issue 24 corrects printing and format errors and omissions in Issue 23. Recycle Issue 23 and all previous issues of the IMM.
- C. Summary of Changes and Change Bars.** The Summary of Changes contains a description of the changes made to the manual since Issue 23. In chapters 3–9, a change bar (a vertical line in the margin) signals that the adjacent text has been revised. No change bars appear in chapters 1–2 due to the extensive number of changes in those chapters.
- D. Forms Index.** In the Forms Index, each form mentioned in the IMM is cross-referenced to each section that contains a reference to that form. By using the Forms Index, if you know the title or number of a form, you will be able to find every section in the manual that contains a reference to that form.
- E. Distribution.** The IMM is distributed to all postal facilities. If you need additional copies, order them as follows:
- Use Touch Tone Order Entry by calling 1-800-332-0317, option 1, then option 2.
 - Fax a completed PS Form 7380, *MDC Supply Requisition*, to 785-861-2939.
 - Send an F3Fill-completed PS Form 7380 by cc:Mail to MDC Customer Service @ TOKS001L.
 - Mail a completed PS Form 7380 to the following address:
- SUPPLY REQUISITIONS
500 SW GARY ORMSBY DR
TOPEKA KS 66624-9704
- F. Sale to the Public.** The IMM is available to the public on a subscription basis only from the Superintendent of Documents, Government Printing Office (telephone number: 202-512-1800). The subscription price for two issues is \$33 to addresses in the United States and \$41.25 to all foreign addresses. Turn to the third page of this manual for instructions and an order form.
- G. Comments.** If you cannot find or understand certain material or discover that topics were omitted, send a memo outlining the problem through management channels to:

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- H. Effective Date.** Issue 24 is effective January 2001.


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